



Working from
Home...

Paradise or Nightmare

Agenda

- Common concerns with working from home
- How to set up your workstation at home
- Stiff and sore, now what?
- Questions and Answers

Objectives

- Identify areas of concern
- Acknowledge posture for proper ergonomics
- Understand micro-breaks for limiting stress on body
- Adjust home workstation to fit ergonomic need

What is Ergonomics?

er·go·nom·ics

noun

The field of study that aims to fit the job to the employee



Common Concerns with Home Office

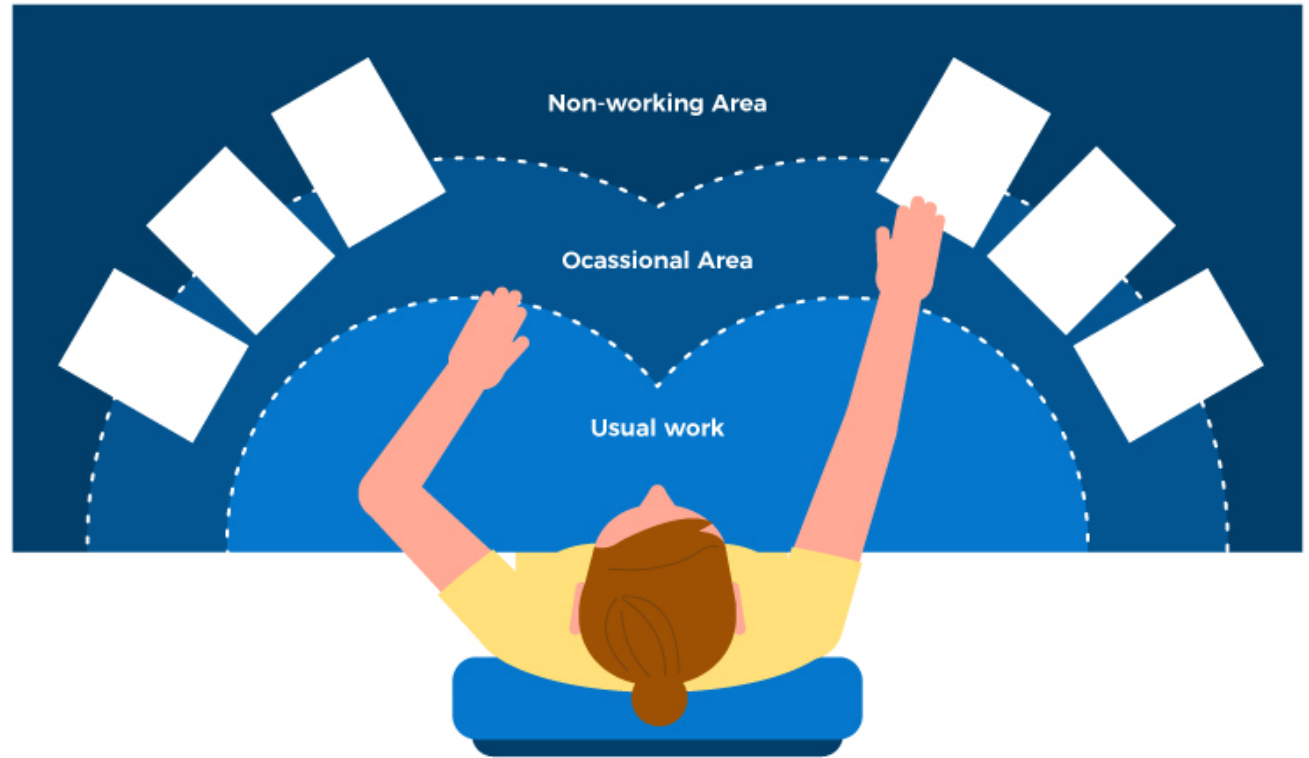
Common Concerns...What to do next?

- Lack of space
- Not the right equipment
- Improper lighting
- Increased time at computer
- Sound issues



Common Concerns...Lack of Space

- Prioritize work area
- Keep work area tidy, remove unnecessary items such as documents, pictures, decorations
- Use file storage or drawers if available



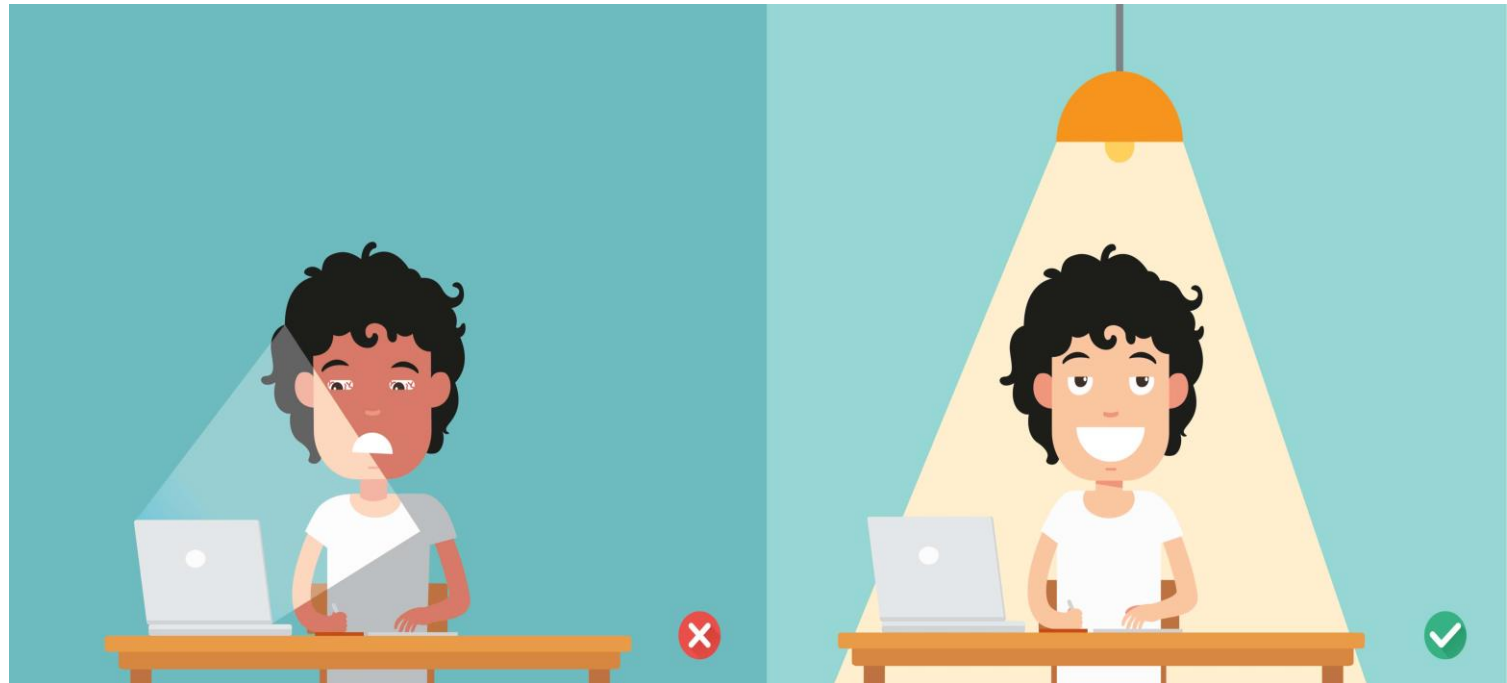
Common Concerns...Not the Right Equipment

- Work to find items around the home to help fit workstation to you-Avoid working on sofa
- Boxes, books, folding table, kitchen counter, pillows, rolled towels are all items that can be used to adjust your workstation



Common Concerns...Improper Lighting

- Use lamps or position work area where lighting can be direct
- Avoid position of workstation where windows can cause glare
- Limit working in dark areas due to brightness of monitor which may lead to eye strain



Common Concerns...Increased Time at Computer

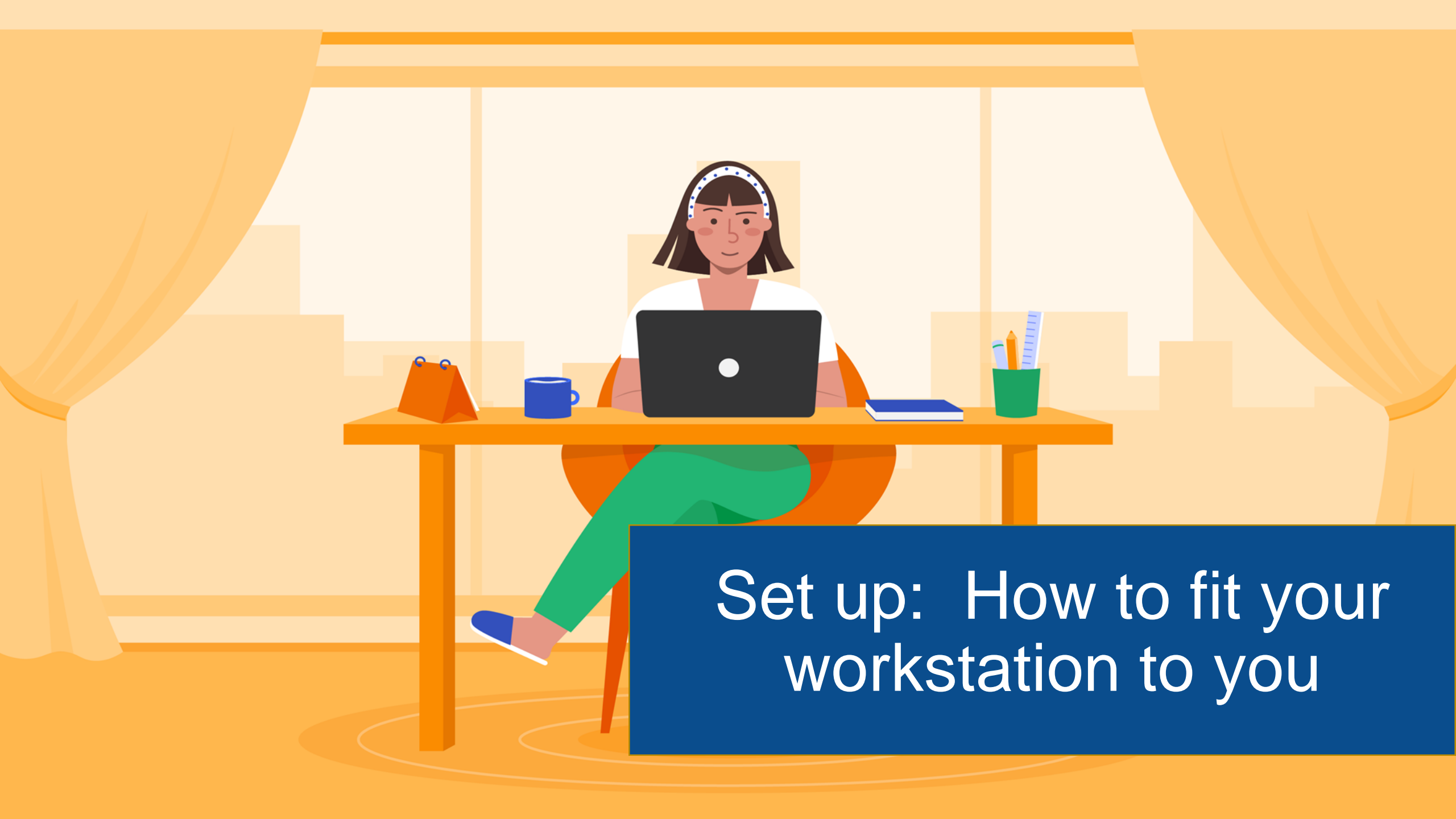
- Meetings which used to be in person are now virtual
- Improper workstation set up may lead to muscle tension, eye strain, and fatigue



Common Concerns...Sound Issues

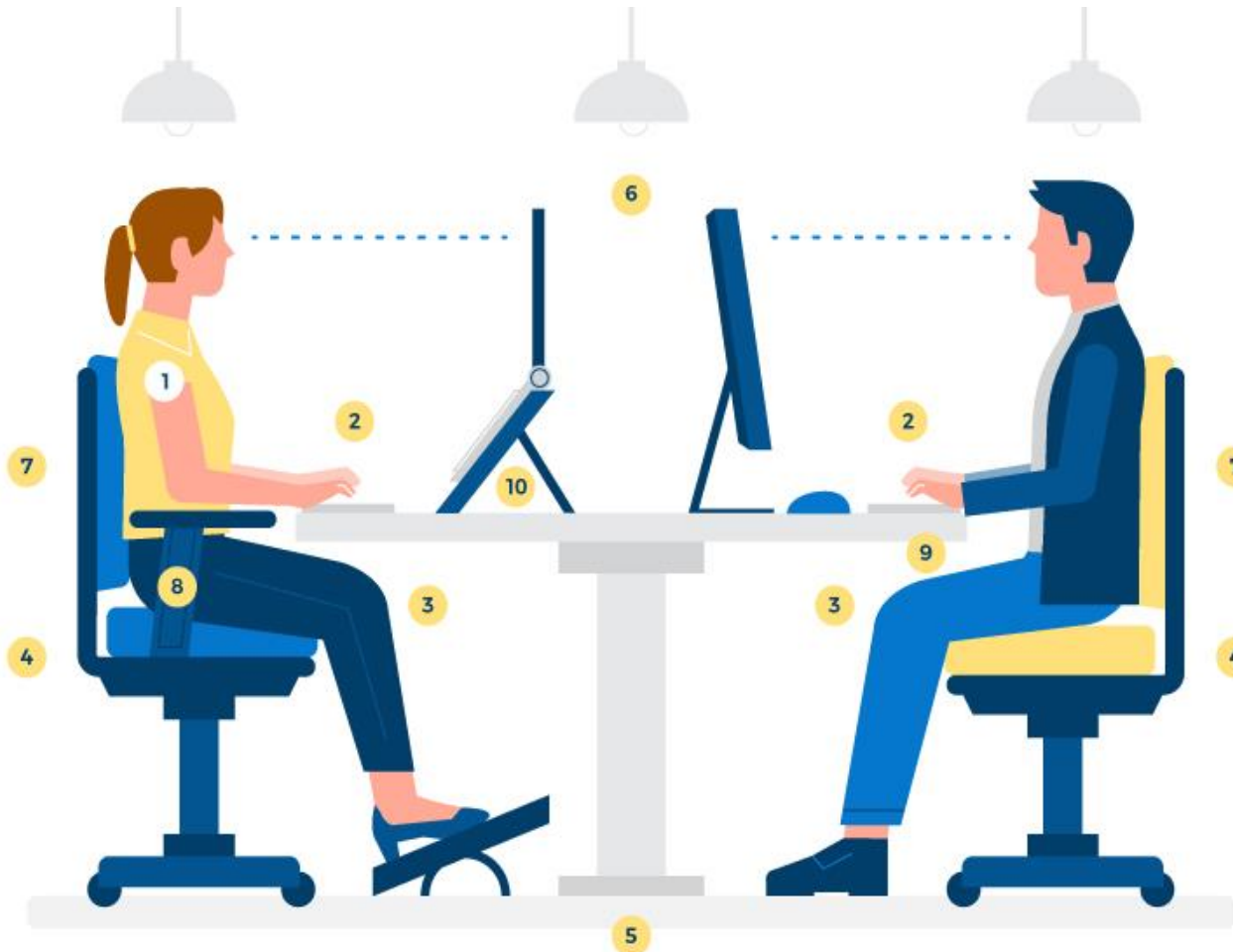
- Try to find quiet place in home such as home office or bedroom. Avoid common areas such as kitchen or living room when possible.
- Use noise canceling headphones or ear buds





Set up: How to fit your
workstation to you

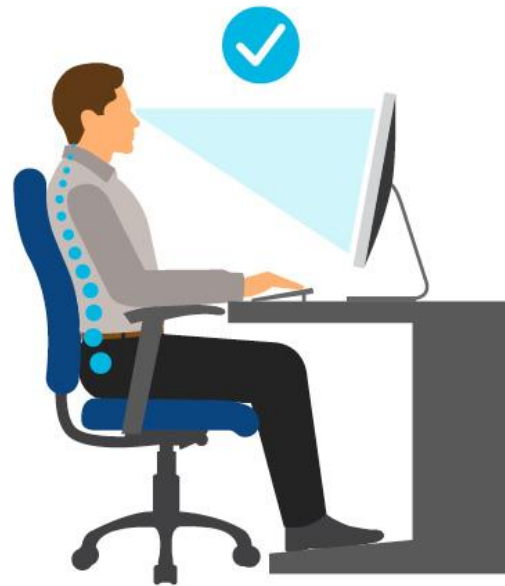
Fitting your workstation to...YOU



1. Shoulders-in a relaxed position, not shrugged
2. Wrists/Forearms-your wrists, should be neutral and not rest directly on the work surface. Forearms should be parallel to the floor
3. Knees/Legs-knees should be flexed at 90 degrees and thighs parallel to the floor
4. Low back-sit back in the chair and if possible adjust chair to fit the curve of your low back
5. Feet-should be flat on the floor or on a footrest if one is needed. Avoid wearing heeled shoes.
6. Lighting-direct overhead lighting helps to reduce glare
7. Mid Back-sit back against the back of the chair to avoid slumping
8. Arm rests-shoulders should be relaxed position avoid leaning on arm rests
9. Keyboard placement-place keyboard to edge of work surface to allow elbows to be at 90 degree bend
10. Laptop Stand-use laptop stand or modification to raise laptop monitor to appropriate viewing height

Fitting your workstation to YOU...Posture

BAD vs GOOD POSTURE



BAD POSTURE

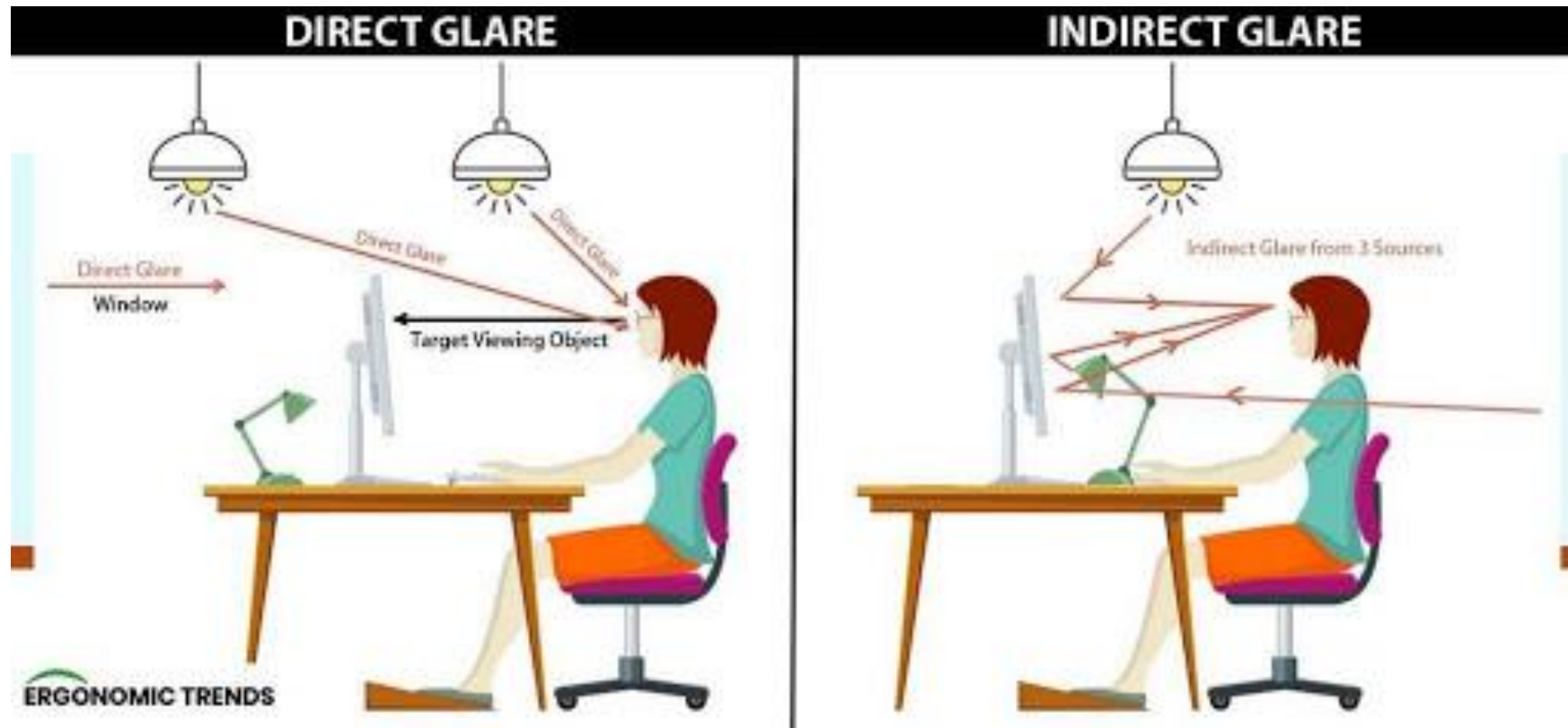
- Rounded upper back
- Head leaned forward
- Rounded shoulders forward

GOOD POSTURE

- Relaxed shoulders (but pulled back)
- Open chest
- Level head and ears at the level of the shoulders

- Neutral position of neck, eyes straight ahead
- Natural curve in spine
- Relaxed shoulders
- Neutral position of wrists
- Sit back in the chair

Fitting your workstation to YOU...Lighting





Discomfort at my
Workstation...
What to I do now?

Discomfort...What do I do now?

- Ensure desk set up is fit to you
- Monitors positioned too low-leads to stress at the base of the head or top of the shoulders
- Keyboard/mouse too high-leads to tension in the top of the shoulders or mid-back shoulder blade area
- Frequent repositioning of mouse may lead to pain in the elbow. Use mouse pad.
- Pain in the wrist may be due to contact stress with desk surface-use wrist rest. Don't have one? No problem, make your own.
- Chair too high or improper support of legs/feet may lead to discomfort in low back or hips

GOOD NEWS: All of these areas of concern are able to be addressed with changes to your workstation or to your posture.

Discomfort...What do I do now?

Eye Strain

- Every 20 minutes look at an object 20 feet away for at least 20 seconds



Discomfort...What do I do now?

Neck and Shoulders

- Monitors too low, keyboard too high? This can lead to tension in the neck and upper shoulders.




Squeeze shoulder blades together, relax and repeat 5 times.



Roll shoulders backwards relax and repeat 5 times.



In upright position, place 2 fingers on chin and gently push chin directly backward. Release. Repeat 10 times


 Tip: Try these activities to reduce tension in neck and shoulders.

Discomfort...What do I do now?

Wrist and Hands

- Keyboard tilted, are you resting your hands on the work surface? This can lead to stiffness in the hands and wrists.



 Tip: Try these activities to reduce stiffness in hands and wrists



Place hands together, palms touching. Gently push hands together and lower downward at same time. Hold 5 secs and repeat 5 times.

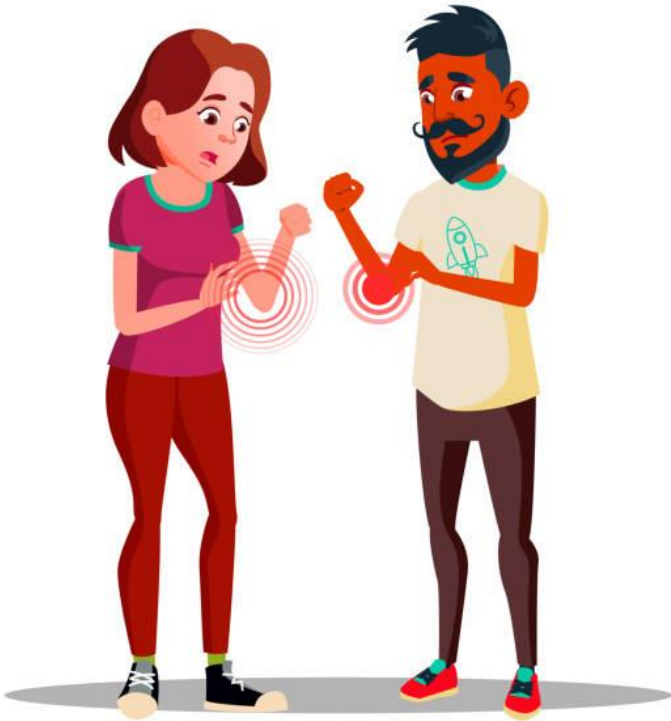



Stand upright, elbow bent, palm upward as if holding a tray head tilted away from that shoulder. Straighten your arm and tilt head towards that shoulder. Return to starting position. Repeat 5 times each arm.

Discomfort...What do I do now?

Elbow

- Are you reaching for your mouse, repositioning the mouse often? This can lead to discomfort in the elbow.



 Tip: Try these activities to reduce discomfort in the elbow



Stand upright with one arm out in front of your body, palm facing floor. With other hand, bend wrist downward until you feel stretch. Hold 5 secs and repeat 5 times each wrist.

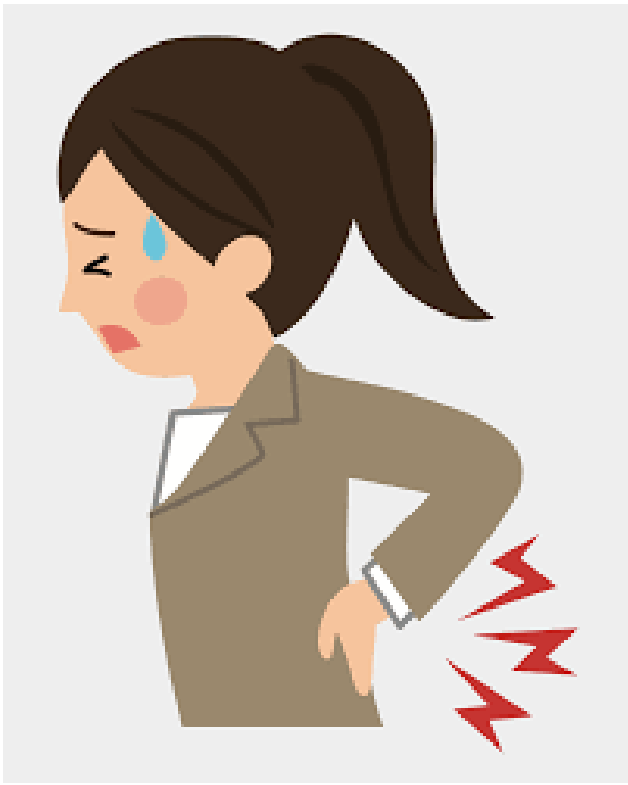



Stand upright with one arm out in front of your body, palm facing ceiling. With other hand, bend wrist downward until you feel stretch. Hold 5 secs and repeat 5 times each wrist.

Discomfort...What do I do now?

Low Back

- Chair not fitting properly, sitting too long? This can lead to tension in the neck and upper shoulders.



 Tip: Try these activities to reduce stiffness in your low back



Stand upright, hands on hips, slowly arch trunk backwards and hold for 3 secs. Repeat 5 times.

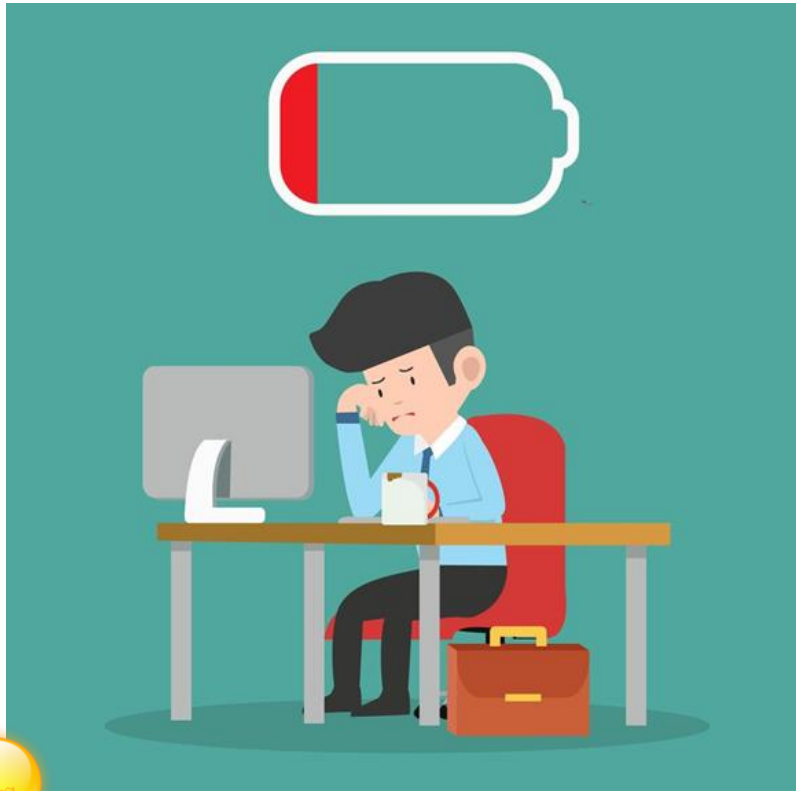


Stand upright, heel placed on floor in front or small step, hands on hips. Bend forward at hips until you feel stretch in back of your leg. Hold 10 secs. Repeat 5 times each leg.

Discomfort...What do I do now?

Fatigue

- Brain fog, just can't focus any longer? Try change of position or moving to help.



Tip: Try these activities to reduce fatigue and provide energy.



March in place swinging arm opposite of leg. Repeat 20 times.



Pushing hips back, bend knees and squat. Keep head behind knees and knees over toes. Repeat 20 times.



Stand, take a deep breath, feeling your chest expand. Hold for 3 secs, release. Repeat 3 times.

Questions?

Any questions on how amending your current workstation may reduce tension or discomfort?



Set Up an Ergonomic Workspace

Maintain good posture

Keep your back straight—remember, no slouching!—with your head balanced above your neck, and arms resting at your sides comfortably.

Adjust seat

Position your hips a bit higher than your knees, with your feet on the floor/footrest and your lower back supported.

Position monitor

Raise or lower it so you can clearly see the whole screen without tilting your neck up or down.

Place keyboard and mouse

Keep them close to each other on the same level, with the home row of keys easy to reach with your elbows positioned at 90°. As you type, your wrists should be straight.



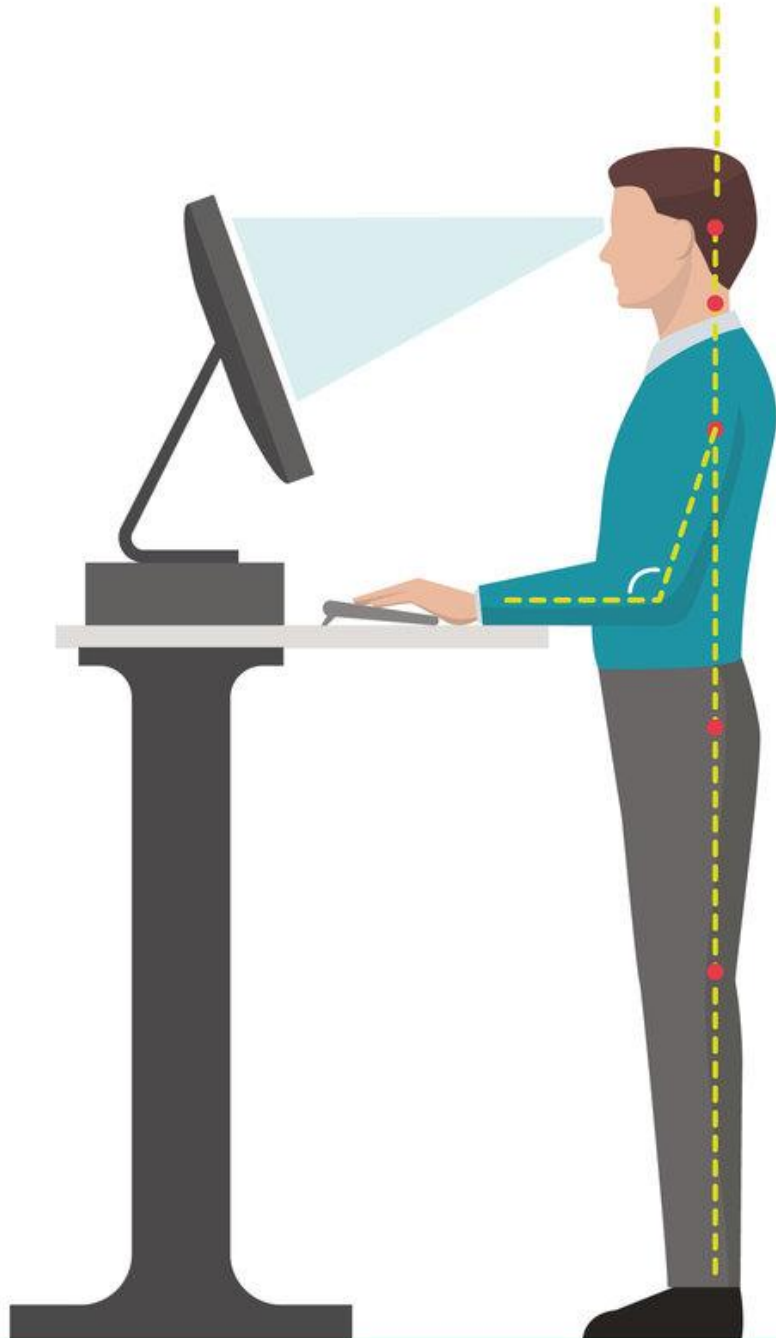
Rest regularly

Every 20 minutes or so, take short, 15- to 30-second breaks. Take a few longer breaks during the day.



Quick Reference Guide

Quick Reference Guide



→ HEAD, NECK & SHOULDERS

keep in a neutral & relaxed position to avoid strain on your neck and shoulder muscles

→ ADJUST YOUR TABLE HEIGHT

is correctly set to the level of your elbows, and elbows are bent at 90 - 120 degrees

→ KEEP YOUR BODY NEUTRAL & IN LINE

knees, hips, spine, shoulders & ears should fall in a straight vertical line (line of gravity)

avoid overstraining the knees, ankles, lower back, hips & spine by changing between sitting & standing frequently throughout the day

→ FEET

feet are flat, weight in both feet are even. Also important to wear comfortable shoes



Thank you!

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